



Job Opportunity Bulletin

Student Assistant

1 Position Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Certifications, Assignments, and Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$8.13 - \$8.70 Range B: \$8.70 - \$9.35 Range C: \$9.35 - \$10.03 Range D: \$10.03 - \$10.83
Final Filing Date:	February 1, 2007
Contact:	Susan Browning (916) 327-5338

Duties:

Under the close supervision of the Staff Services Manager II, and under the lead of the CAW Consultant, the student assistant provides support and is responsible for the following:

- Researches information from states other than California concerning their basic skills examinations including test names, dates established, and passing scores by using the internet and contacting the state education agency;
- Researches information from states other than California concerning their English learner requirements, authorizations and credentials including authorization and credential names, requirements to earn the authorizations and credentials, dates established by using the internet and contacting the state education agency;
- Organizes data on basic skills examinations and English learner authorizations including back up materials for review.
- Review certification status for misassignment reported to the Commission as a result of assignment monitoring by county offices of education.
- Answers the telephone and forwards calls to appropriate staff; sorts, date stamps and distributes incoming mail; makes copies; and maintains and orders approved office supplies.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Strong computer skills (word, excel, internet)
- Strong researching and writing skills
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-161 on the front of the application to the above address, Attention: Susan Browning. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.